



2 December 2024

Dear Parent/ Carer,

I'd like to share with you, as a reminder, the operational timings for our school building access and egress. This is particularly important as we prepare for the winter weather and the darker mornings and evenings.

### Start and end of school day

The perimeter gates to our school estate are opened by Tayside Contracts at 8.00am and pupil access to the school building is from 8.30am. Please be mindful of this during the colder and wetter days. Pupils taking part in morning clubs or breakfast activities will have specific entrance arrangements agreed with the organiser/teacher. All pupils should enter the school building via their designated pupil entrance/exits\*.

At the end of the school day, all pupils should exit the school building via the designated pupil entrance/exits\*. The perimeter gates are closed by Tayside Contracts, approximately 10 minutes after the school day ends.

#### *\*Pupil entrance and exits*

*At all times, pupils are encouraged to use their designated entrance and exits:*

- S1 to S3 is via the side playground doors.
- S4 to S6 is via the top dining area doors.
- Sanctuary is via the sanctuary/staff doors adjacent to the carpark drop off zone.

Our school reception is for only for school visitors and staff. Generally, pupils must not use this area to access or exit our school.

### Morning interval

The S1 to S6 pupil entrance and exits are open throughout morning interval. The perimeter gates remain locked throughout morning interval.

During morning interval, pupils should not enter or exit the school building via our school reception.

### Lunchtime

The S1 to S6 pupil entrance and exits, and both perimeter gates, are opened throughout lunchtime to allow pupils to leave school for home or out of school lunch.

During lunchtime, pupils should not enter or exit the school building via our school reception.

### Arriving late to school

If your child arrives late to school, either in the morning or following break or lunch, they must register as being late via our school reception. If this happens, you will receive a text message to inform you of your child's late coming and we'd look for your support in addressing this with your child.

### Afterschool activities

If your child is involved in after school activities, clubs or study support, they must exit the school building via the main school reception. Exiting school via any other door may result in them being unable to exit the perimeter gates or re-enter the school building.

Please discuss this reminder with your child and help us by stressing the importance of good timekeeping and punctuality as an important life skill, and in helping to reduce disruption to learning.

Thank you,

**H McAninch**  
Headteacher